

Production Services LOTO Procedures

Equipment	Challenge Paper Cutter		
Location	Building 197B, Room 1-95	Date	3/1/2005

- 1) **Purpose:** This Lockout / Tagout (LOTO) procedure is written to ensure safe maintenance of the Challenge Paper Cutter. The Challenge Paper Cutter operates using hydraulic pressure to lower a clamp (used to hold paper in place during the cutting operation) and to lower a cutting knife that cuts through the paper. A removable key is located on the cutter control panel, on the operator side of the cutter, which is removed during normal maintenance and for minor repairs. The electrical shutoff is mounted on the wall directly behind the cutter if further LOTO is needed.
- 2) **Policy:** Maintenance of Production Services equipment is restricted to Authorized (qualified) Employees. All other repairs and service will be performed by trained BNL craft employees or by a vendor trained technician that has been contracted to service the equipment.
- 3) **Definitions:** see attached
- 4) **Procedure(s):** Use BNL EHS 1.5.1 Lockout / Tagout Requirements (see attached) and the following task specific procedures.
 - a) Machine adjustments may have to be made while the cutter is energized to ensure that adjustments are correct. Utmost care must be taken to ensure safe operation during servicing.
 - b) Changing drive belt or tightening drive pulley(s)
 - i) Remove key from panel and keep it under control during maintenance
 - ii) Remove housing covering the drive belt and pulley
 - iii) Perform maintenance or repair
 - (1) Replace drive belt
 - (2) Tighten pulley(s)
 - iv) Replace cover
 - v) Insert key and check for safe operation
 - c) Replacing machine fuses
 - i) Remove key from panel and keep it under control during maintenance
 - ii) Unscrew fuse cap
 - iii) Replace fuse
 - iv) Replace fuse cap
 - v) Insert key and check for safe operation
 - d) Lockout the electrical shutoff located behind the cutter for all other adjustments, maintenance, and service.